



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Development Program Assistant (Budget)
Type of vacancy: Multiple
Opening date: December 19, 2016
Closing date: January 03, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-09
Vacancy announcement #: USAID/306/17/13/OI

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as a **Development Program Assistant (Budget)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as the liaison between the support offices and the technical office on activity management issues such as the procurement plan, project budgets, pipeline management, Modified Acquisition and Assistance Request Documents (MAARDs), and Global Acquisition and Assistance System (GLAAS) actions. The incumbent reports to the OI Budget Team Leader, and liaises with technical office staff as well as the Office of Acquisition and Assistance (OAA), the Office of Financial Management (OFM), the Office of Management (OM), and the Office of Program and Project Development (OPPD).

MAJOR DUTIES AND RESPONSIBILITIES:

Financial Management

- Provides technical guidance in coordination with OFM staff on USAID's procedures and accounting control requirements to the technical team. This includes:
 - Participation in the technical office's review of implementers' work plans and procedure manuals in determining the reasonableness of the recipient's budget proposals;
 - Participation in activity implementation review sessions providing financial input as needed.
- Assists technical office staff in understanding OFM's monthly pipeline report and when actions are needed to keep the pipeline within forward funding guidelines.
- Monitor the quarterly PSC pipeline report prepared by OFM to ensure that actions (e.g. contract extensions) are taken in a timely manner.
- Generate Phoenix Viewer reports for the technical office. The reports will include open sub commitments, un-liquidated sub-obligations, and disbursement reports by sector.
- Attends audit entrance and exit conferences to ensure audit recommendations are adequately addressed, implemented, and documented.

Budget Management

- Performs budget planning functions for the technical office, including analysis of existing mortgages, future activities' funding vis-à-vis mortgages, and anticipated budget levels. The incumbent must be able to provide budget estimates for planned activities, with clear assumptions.
- Works in close coordination with OPPD to help ensure effective budget management operation at the technical office level. The incumbent maintains OI's annual budget and ensure that the associated procurement plan is kept current.
- Is responsible for the tracking of the program budget, procurement actions, and financial plan for the office.
- Undertakes office or sectoral analysis of budgets, including recommending and pursuing reprogramming actions, identifying causes of slow disbursements and alerting Contracting Officer's Representatives/Agreement Officer's representatives (CORs/AORs) and/or the technical office's management.
- Tracks earmarks for the technical office.
- Prepares and track budgets for personnel and other administrative-type actions for the office.

Contract Management

- Prepare MAARDs and GLAAS requisitions when needed, and will track their progress throughout the Mission ensuring that copies of the cleared documents are distributed to the appropriate offices.
- Monitors agreement end dates and alert OI's CORs/AORs to take the necessary actions, e.g. extend agreement, add funds, etc.
- Assists CORs/AORs in understanding the forward funding analysis done by the Financial Analysis section for a new award or incremental funding. When necessary, this involves working with the COR to revise the amount of funding to bring the action within forward funding guidelines.
- Assists CORs in the required performance reporting.
- Analyzes proposed costs, e.g. conduct cost analysis.
- Helps ensure that close-outs are initiated after award completion date and track and follow through on required actions, such as final payments, reconciliations or de-sub-obligations, submission of final invoices and reports, etc.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: College diploma in accounting, finance, economics or business administration. (Educational requirement must be met at the time of application for the subject position).

Work Experience: A minimum of three years of progressively responsible experience in financial management of which at least two years' experience with a U.S. Government Agency, non-governmental organization or an international donor agency in financial management. (Work experience requirement must be met at the time of application for the subject position).

Language: Language Proficiency: (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and/or Pashtu.

Knowledge: The incumbent should possess an understanding of development principles and resource management. The incumbent will be expected to gain a thorough understanding of the laws, regulations, and procedures associated with USAID's agreements.

Skills and Abilities: The incumbent must understand the fundamentals of budgeting. The incumbent must be able to communicate effectively both verbally and in writing the nuances of contract management. The incumbent must establish and maintain working relationships with the office's CORs, all support offices, and implementing partner staff. Knowledge of computer software (MS Word, Excel, and Power Point) and electronic information handling is required. S/he must be a strong team player and possess excellent interpersonal skills.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Development Program Assistant (Budget) (OI 1713).**

ANY/ALL application submissions received after the closing date of January 03, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174)
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
3. A current resume or a curriculum vitae

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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